

Election of the UNCAC Coalition Coordination Committee

Rules of Procedure

The [Charter](#) of the UNCAC Coalition defines the composition of the Coordination Committee in Section 12 and the election of the Coordination Committee Members in Section 13. The present Rules of Procedure supplements the Charter to govern the election rules of the Coalition.

1. Elections will take place each year approximately one year after the previous elections.
2. Only Ordinary Members are eligible to vote, whether they are International Member Organisations, Member Organisations or Individual Affiliate Members.
3. Ordinary Member are eligible to be candidates if they are Members on the date an election is announced, except that for the first election they are eligible if they are Members on the last date for nominations. Candidates can only be accepted for the category in which they are members, except as otherwise stated in the rules.
4. Ordinary Members are eligible to vote if they are Members on the date an election is announced, except that for the first election they are eligible if they are Members on the last date of the election.
5. The Coordination Committee (CCC) shall determine the time frame of elections in consultation with the Membership and shall inform the Membership of the time frame for nominations of candidates no later than 60 days prior to the election date.
6. The Secretariat shall circulate and publish online a nomination form for candidates no later than 60 days prior to the election date.
7. Candidates for election as members of the Coordination Committee may be self-nominated or nominated by other Members, with agreement of the nominated candidate. The nomination must –
 - a. Be made in writing; on a nomination form to be prepared and circulated by the Secretariat.
 - b. Be provided to the Secretariat no later than 15 days before the date fixed for the holding of the Coordination Committee elections.
 - c. If from an International Member Organisation or Member Organisation,
 - i. include a 200-word organisation profile for circulation to Members; and
 - ii. include a 200 word personal profile of the person who will be representing the Member Organisation; and
 - iii. for Member Organisations, indicate the regional seat for which they are nominating.
 - d. If from an Individual Affiliate Member, include a 200 word personal profile of the person.
7. The Secretariat shall promptly publish the profiles of all candidates on the UNCAC Coalition website, and provide a forum for individuals to pose questions and receive responses from candidates.

8. If no candidates are nominated for an allocated slot the Secretariat will notify this to the Membership within 5 days of the closing date for the first round of nominations and open up nominations for an additional ten day period.
9. An Ordinary Member may only be elected to the Coordination Committee for two consecutive terms, after which they must wait at least one year before becoming candidates again for a position on the Coordination Committee. Exceptions can be approved by the ruling Coordination Committee.
10. A Coordination Committee Member's term ends when the Secretariat announces the election of his/her successor.
11. The Secretariat, on behalf of the Coordination Committee, shall prepare a ballot paper on an online voting programme, including all nominated candidates. The Secretariat shall email it to Ordinary Members no later than 14 days prior to the election date, including relevant passwords and details of how to post their online votes. A separate ballot shall be prepared for the position reserved for Individual Affiliate Members.
12. The ballot paper shall list all candidates according to the seat on the Coordination Committee for which they are applying.
13. Members will have at least 5 working days in which to submit their votes.
14. Members can complete and submit their ballot paper online. For any given position, voting will be carried out via a preferential voting system (also called single transferrable voting), whereby voters rank candidates in order of their preference and if the voter's highest preference is knocked out, then their vote is transferred to their next highest preference and so on.
15. A seat will be awarded on the basis of most votes in favour of a candidate for that position after the single transferable votes have been counted to the end. In the event of a draw, a second election will be held under this Rule between the two (or more) parties involved to decide who will be awarded the position.
16. In an election where there are two seats to be filled for a particular region, the candidates with the largest and second largest number of votes will be awarded seats.
17. Besides the representative of the Secretariat a second member of the Coordination Committee shall be granted access to the online voting system on the written request of five or more members, to check the final results as far as technically feasible. This second member shall be nominated by the Coordination Committee.
18. The Secretariat shall promptly report the results of the election to the Coordination Committee, which shall announce the results via email to the Members.
19. In exceptional circumstances, such as those of the first Coalition election, shorter deadlines than those indicated in these rules can be established by the Coordination Committee.